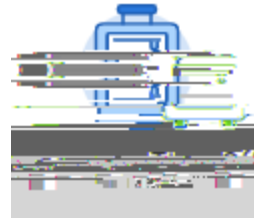


How to Request Birthday Leave

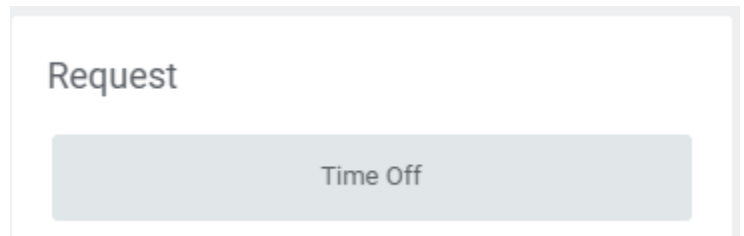
Before you request time off for your birthday, please consider the following restrictions.

- Birthday leave can only be taken once per year and for a maximum of 8 hours
- Birthday leave is not guaranteed, therefore, discuss the time you wish to take off with your supervisor at least 2 weeks in advance

1. Login to SSO and click on Workday
2. On the Home Page, click on Time Off



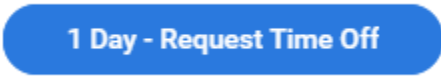
3. Under Request, select Time Off



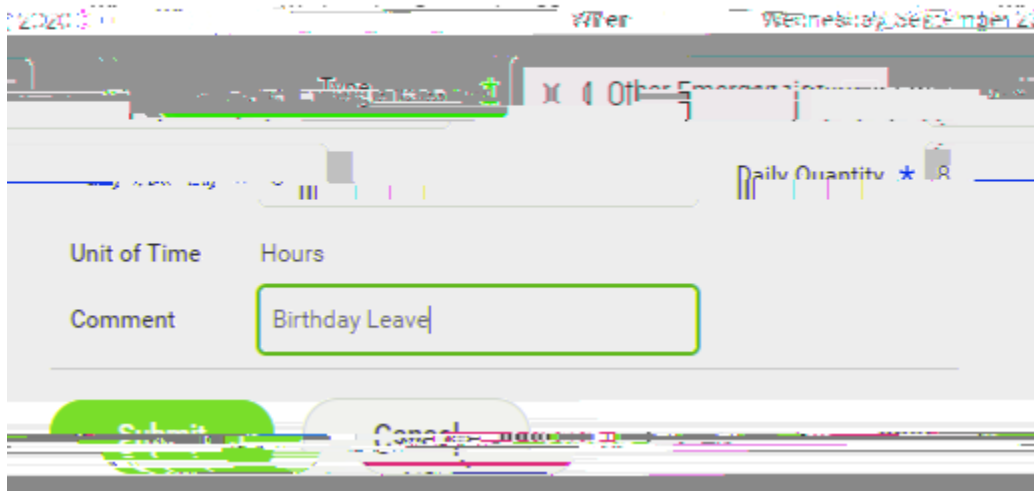
4. Select the day that you wish to request time off



5. Click on the blue button in the bottom left-hand corner; it should say 1 Day Request Time Off



6. For Type, you will select 4-Other Emergencies
7. Daily Quantity will be the amount of hours you wish to take off from your usual work schedule; usually, this amount is 8 to account for a typical work day
8. In the comments, please type Birthday leave



The image shows a screenshot of a web-based form for submitting a leave request. The form is partially filled out. At the top, there is a dropdown menu for 'Type' with 'Other Emergencies' selected. Below this, there is a field for 'Daily Quantity' with the value '8'. Underneath, there is a section for 'Unit of Time' with 'Hours' selected. At the bottom of this section, there is a text input field for 'Comment' containing the text 'Birthday Leave'. At the very bottom of the form, there are two buttons: a green 'Submit' button and a grey 'Cancel' button.

9. Submit your request